

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.



CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

VETERANS HOME OF CALIFORNIA

CATHOLIC CHAPLAIN

OPEN SPOT EXAM FOR CHULA VISTA (SAN DIEGO COUNTY)

FINAL FILING DATE: CONTINUOUS FILING AND TESTING

CONTINUOUS FILING INFORMATION: The testing office will accept applications continuously and will notify and test applicants on an as needed basis. Testing is administered on a monthly basis unless conditions warrant additional testing. Eligible lists will be merged. Applications received after the closing date of an examination, will be held over for the next examination. You may test once for this examination during a testing period. The testing period for this examination is 12 months.

HOW TO APPLY: Submit application form STD 678 to the address below.

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS
Human Resources Division
1227 “O” Street, Room 402
Sacramento, CA 95814
ATTN: Chula Vista Exams

Submit applications only to address indicated above. Do not submit to the State Personnel Board.

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the “Applications for Examination.” You will be contacted to make specific arrangements.

EXAMINATION INFORMATION: This examination will utilize an evaluation of each candidate’s experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his/her application. List all experience relevant to the “Requirements for Admittance to the Examination” shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted but read the “Requirements for Admittance to the Examination” carefully to see what kind of information will be useful to the staff doing the evaluation.

SALARY RANGE: \$3,639.00 – \$4,548.00

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date. It is your responsibility to make sure that you meet the education and/or experience requirements stated below. Your signature on your application indicates that you have read, understood, and possess the basic qualifications.

All applications/resumes must include: “to” and “from” date (month/day/year); time base; and class title. Applications/resumes received without this information may be rejected.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I, “or” II, “or” III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

MINIMUM QUALIFICATIONS:

Either I

Ordained priest, duly accredited by and in good standing with the Roman Catholic Church, and approved by the Bishop of the diocese in which the institution is located.

OR II

A lay person or ordained deacon, with demonstrated pastoral competence, duly accredited for pastoral ministry by a nationally recognized Roman Catholic chaplain certification institution; and approved by the Bishop of the diocese in which the institution is located.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

Special Personal Characteristics:
Insight into the factors involved in the development of behavior problems, including mental disorders; demonstrated aptitude for working effectively with the socially abnormal; interest in the welfare and spiritual needs of institution residents; emotional stability; adaptability; firmness; patience; self-control; tact; neat personal appearance; pleasant and wholesome personality; good judgment in moral, ethical, and religious matters.

THE POSITION: The Catholic Chaplain, under direction, gives spiritual and moral guidance to a geriatric population in a state facility; conducts Roman Catholic religious services and instruction; and does other related work.

EXAMINATION INFORMATION: This examination will consist of an evaluation of each candidate's experience and education only. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

EDUCATION AND EXPERIENCE – WEIGHTED 100%

SCOPE: In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination interviews will be on measuring competitively, relative to job demands, each competitor's:

- A. Knowledge of:**
1. Factors involved in the development of behavior problems, including mental disorders and the principles of mental hygiene.
 2. Methods of rehabilitation.
- B. Ability to:**
1. Organize, prepare, and conduct Roman Catholic religious services and courses on ethics, religion, and sacred music.
 2. Counsel institution residents and their families on moral and ethical problems.
 3. Establish rapport with institution residents.
 4. Analyze situations accurately and adopt an effective course of action.
 5. Use spiritual assessment, planning, intervention, and evaluation in the clinical setting.
 6. Understand and help others discover meaning in the experiences of suffering grief and loss.
 7. Understand the ways in which psycho-social dynamics and cultural/ethnic differences affect pastoral care practices.
 8. Provide intensive and extensive pastoral care to persons in various life situations and crisis circumstances.
 9. Integrate pastoral theology with pastoral practices.
 10. Assist and support others in the application of their own values in decision making.
 11. Communicate effectively through active listening and responding.

ELIGIBLE LIST INFORMATION: The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. The resulting eligible list will be used to fill vacancies at the Veterans Home, Chula Vista.

Veterans Preference Credit will not be granted for this examination.

GENERAL INFORMATION

It is the candidate's responsibility to contact the California Department of Veterans Affairs three days prior to the written test if he/she has not received his/her notice. For an examination without a written feature it is the candidate's responsibility to contact the California Department of Veterans Affairs, Personnel Management Division, (916) 653-2535 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of Employment Development Department and the Department noted on the front.
If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.
Examination Location: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.
Promotional Examinations only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the information counter of State Personnel Board Offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.
Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school on a year-for-year basis.